

NOTICE OF FUNDING OPPORTUNITY

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs, is pleased to announce a Notice of Funding Opportunity for the Civic Education **Homestay Small Grants Program**.

This small grants competition will support projects designed explicitly to promote interaction and the development of tolerance between the ethnically, religiously, and geographically diverse communities of Bosnia and Herzegovina through **home-stay exchange programs**. In addition to the core exchange program activities, the proposals should include a component in which participants will stay in the homes of fellow participants from different ethnic or religious backgrounds, and engage both youth and their families in volunteer projects in both communities. Priority will be given to **innovative programs** that bring together youth (ages 12-24) from communities across ethnic, geographical, and administrative lines and engage large numbers of youth in community improvement activities in each host town. **A detailed budget should be expressed in USD, with a maximum amount of \$15,000.**

The deadline for submission of proposals is Friday, April 8, 2016.

All projects should include civic education exchanges that include young people from both entities, all ethnic groups, and minorities, with the goal of helping educate young Bosnians about the basic concepts of democratic society, active citizen engagement, and developing tolerance.

Projects that deal with one or more of the following themes will be given priority consideration:

- **Divided Communities:** Projects that support bringing together neighboring or nearby communities that have had little contact since the war, with a strong civic education or community service exchange component.
- **Divided Schools/Fractured Education:** Projects that address school segregation or other problems that divide students along ethnic lines. These projects should help remove obstacles to integration in education, with a strong civic education or community service home-stay exchange component.
- **STEAM:** Projects that focus on the study of science, technology, engineering, arts, and mathematics, with a strong civic education or community service home-stay exchange component.
- **Underserved Population:** Projects that focus on vulnerable groups or communities, with a strong civic education or community service home-stay exchange component.

GRANT APPLICATION GUIDELINES

Only non-profit organizations, educational and cultural institutions, and independent media that are based in and legally registered in Bosnia and Herzegovina are eligible to apply.

IMPORTANT INFORMATION: Funding decisions will be made pending the availability of funds. The U.S. Embassy reserves the right to cancel this public call for proposals at any time without any commitment to any applicant.

Project proposals must meet the following guidelines:

- **All proposals must be completed in English.**
- **Proposals may not exceed five (5) pages in length (including budget and checklist) in Times New Roman Size 12 font.**
- All fields in the grant application form and check-list must be filled-in and sent as one document by e-mail.
- Project duration may not exceed eighteen (18) months.
- Proposals are to be submitted using specified application forms only. Potential applicants should request the application forms by emailing SarajevoHomestayBiH@state.gov.
Please use the same e-mail address to send your completed project proposal by the required deadline.

IMPORTANT! Organizations may only submit one proposal per program. Organizations that have received a grant under one of the listed programs and have not completed their projects are not eligible to apply for that particular program until they submit their final reports, but may still apply under other program categories.

Budget guidelines:

- **Detailed budget should be expressed in USD.**
- **Budget should NOT include VAT expenses.**
- Budget costs should be grouped into the following categories
 - Personnel costs (salaries of the engaged personnel, fees for project manager, project coordinator/assistant, and or accountant)
 - Fringe (social and pension insurance contributions)
 - Travel (transportation costs, lodging, meals and incidentals)
 - Supplies (office supplies and other material for project implementation)
 - Contractual (fees for trainers, moderators, experts, educators, printing of the promotional materials, renting of space/equipment, sound system, broadcasting

of the TV and radio shows, web site development, and other contractual services needed for project implementation.)

- Other Direct Costs: (office costs and other administrative expenses such as office rent, utilities, phone/fax/internet, office supplies, bank charges, etc.)
- **The total of Personnel costs, Fringe and Other Direct Costs should not exceed 20% of total award amount.**
- Funds should not be used for food expenses. When these costs cannot be supported otherwise, they should be clearly justified and limited to a maximum of 10% of the total award amount.
- Alcohol, entertainment, or “miscellaneous” are not allowable expenses.
- Costs incurred before the grant period start date will not be reimbursed.
- **All applicants are encouraged to include some type of cost sharing in the budget request. In-kind contributions should be listed in the budget.**

Grant funds:

- Should not provide for long term infrastructure needs that are not sustainable once grant funds are depleted.
- Should not fund materials, equipment etc. for start-up activities except if purchased for the purpose of providing training for the participants.
- Should not be used for any expenses incurred outside of the territory of BiH, such as travel to international conferences, or the purchase of goods or payment of services in other countries.
- Should not be used to provide direct social services to a population.
- Should not be used for partisan political activity. However, non-partisan election education and public information activities are appropriate.
- Should not be used for funding charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns.

ANY APPLICATION NOT MEETING THE ABOVE MENTIONED REQUIREMENTS WILL NOT BE CONSIDERED FOR FUNDING.

Project proposals will be evaluated by the U.S. Embassy and ranked based on the topic of the project, the creativity of the proposal, evidence of clearly formulated goals and target groups, low project implementation costs, project sustainability, and the ability of the applying organization to carry out the project's aims.

Grants are normally made on a one-time basis. A repeat grant may be issued to successful applicants and particularly worthy organizations if the U.S. Embassy determines the activity advances a clearly defined priority objective.

In preparing your application, please be aware that you will not receive confirmation of whether your proposal will be selected for funding for several months. We expect to inform applicants of the status of their proposals approximately 4-6 months from the date of closing this Call for Proposals.

PLEASE SEE DETAILED APPLICATION GUIDELINES BELOW:

Applicants Contact Information:

- Organization:** Specify the officially registered name of the organization.
- Contact person and title** Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
- Address/Postal Code and City:** Include street, number, postal code and the city.
- Phone/Fax number:** Include the phone/fax numbers of your organization.
- E-mail:** Include an e-mail of your organization and the person who will be in charge of the project implementation.

Basic Information about the Proposal:

- Project title:** Include the project title.
- Amount requested (USD):** State the project amount in US Dollars requested from the U.S. Embassy and the amount you managed to provide from other sources. When submitting your application please provide evidence that you have secured the co-funding you have noted in your application and budget sheet, if you can. If you do not have this written confirmation of funding from other sources, please be aware that if your project is accepted for funding with a cost-sharing component, the U.S. Embassy will not sign the grant until you provide written confirmation that additional funds will be at your disposal before the project implementation start date.
- Project locations:** Include the locations where the project will be implemented.
- Beneficiaries (number, age):** Include the number of project beneficiaries, and age (if applicable.)
- Project duration (in months):** Unless the project is time sensitive, it is recommended that project period should be

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| | specified in number of months (i.e. “eleven months after the grant is signed). |
| Duration of Project and Homestay: | If the project is time sensitive put exact date of the project implementation. |
| Elevator Pitch: | In 50 words or less describe what your project is and why it should receive funding support from the U.S. Embassy. |
| Background of the organization: | Briefly explain the mission of the organization, any past and current programs implemented, as well as its technical and management capacity. |
| Any previous U.S. Government funding: | State the name, year and amount of the project funded by USG in the past. |
| Description of activities: | Explain in details all activities you are planning to realize during project implementation. |
| Justification: | Clearly identify the problem to be addressed, and how the project contributes to reaching the goals specified in the project proposal. |
| Project goals and objectives: | Explain goals/objectives project will achieve. |
| Project output and Sustainability: | Explain the potential of the project to reach diverse audiences, results of the project and future prospects for success, including how the initiative will be sustainable after the project completion. Explain how your organization will measure achieved results at the end of the project to determine if your desired results were reached or not. |
| Detailed budget: | Present the budget in the form of a spreadsheet, in USD amounts. You need to present the budget in the main four categories (Personnel, Fringe, Travel, Supplies, Contractual and Other Direct Costs). Besides these basic categories you may add new ones as well. In case of cost sharing, clearly separate the costs which will be funded by the U.S. Embassy from those which will be funded by the applicant or other donors. |

For more information, please contact us by phone: 704-285 or by fax: + 387 33 704-432.